

## DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



July 2, 1990

ALL-COUNTY INFORMATION NOTICE NO. I-49-90

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: CHILD WELFARE SERVICES CASE MANAGEMENT SYSTEM

The Legislature, in the Supplemental Report to the Budget Act of 1988 and with the passage of SB 370 (Welfare & Institutions Code Section 16501.5) the Legislature mandated the implementation of a CWS/CMS statewide by 7/1/93. Welfare and Institutions Code Section 16501.5, mandated the implementation of a Child Welfare Services Case Management System (CWS/CMS) statewide by July 1, 1993. To meet this mandate, the State Department of Social Services (SDSS) submitted a Feasibility Study Report (FSR) to the State Department of Finance on March 10, 1989 and is currently developing a Request For Proposal (RFP) for the purpose of contracting with a vendor for the design, implementation and maintenance of the mandated CWS/CMS system.

As detailed in the last CWS/CMS informational letter to the County Directors dated May 17, 1989, the SDSS has prepared a specific plan for the development of the RFP in conjunction with County staff. The plan was presented to the County Welfare Directors Association (CWDA) CWS/CMS Steering Committee during the April 1989 CWDA meeting. Since that time, the development process utilizing both County and State staff has resulted in the identification of the data elements and functional requirements needed by the working level Child Welfare Services Workers. These identified requirements were shared with the CWDA Steering Committee and the CWDA CWS Committee at the April 1990 CWDA meeting and will be incorporated into the RFP.

At this time more specific information is needed from the Counties in regards to the different EDP configurations which will be encountered by the selected vendor in the design and implementation of the CWS/CMS. The SDSS realizes that Counties may have some unique functions that are not met by CWS/CMS. Additionally, Counties may have prior investments in EDP hardware which support the CWS program and may want to continue to utilize this hardware. For these reasons, three system configuration options will be available to the Counties. These options could allow a County some flexibility in individualizing the CWS/CMS to meet its unique needs while still maintaining a single statewide system which is operated and maintained by the vendor.

### CWS/CMS OPTIONS

The three options are color-coded for ease of identification in the description and attached handouts.

#### RED SYSTEM

The RED System is the total CWS/CMS with all the functionality developed by the County/State workgroups. It is a statewide, 24 hours, 7 days a week, 365 days a year, on line, real time, immediate access system. It allows for a standardized statewide format for the core data on all children and related information involved in the performance of the Child Welfare Services program in California. It contains both current and historical information on children and families. It provides child specific information that is traceable and trackable. It allows for ad-hoc on-demand and routine reporting. It provides licensing and placement information, statistical reporting, and document storage and retrieval. It replaces all existing County and State CWS systems that replicate information contained on CWS/CMS (FCIS, SSRS, CIS, etc.). It provides for the transmission of CWS bulletins or alerts across the State, or from County to County. It provides some Office Automation capability to CWS staff, i.e. word processing, document storage and retrieval and E-Mail. It provides for various levels of security which will allow access to data based on the required confidentiality of records.

The SDSS will fund the Red Systems at 100 percent of cost from design to ongoing maintenance and support.

#### BLUE SYSTEM

The Blue System is the same as the RED System but includes County unique data elements. This option provides Counties the opportunity to track information not offered by the RED System, such as special counseling information, etc. All BLUE data will be stored with the RED system data core but data input, retrieval, and usage will be transparent and available to that individual County only.

The Blue System will not be available until after statewide implementation. Design and development will be performed by the CWS/CMS vendor under a separate contract with the individual County. The County will be responsible for the cost of all BLUE data usage and storage. The CWS/CMS will provide approval to those Counties utilizing the BLUE System to facilitate the reimbursement of development and ongoing costs through the Administrative Expense Claim at normal sharing ratios.

#### GREEN SYSTEM

The Green System is the same as the RED System with the exception that the County will be allowed to utilize existing County hardware. The Green System will permit the involved County to link its terminals to the CWS/CMS and will allow those terminals to be multi-functional in nature. While selection of this option allows for the multi-functional use of terminals, all data processing functions and data storage resides on the statewide system. The SDSS will fund the communications bridge to the County equipment; however, all other system compatibility costs at the County level will be the responsibility of the County and funded through the Administrative Expense Claim at the normal sharing ratios.

The Green configuration is an option made available to those Counties with a prior investment in County CWS EDP hardware. This option must receive prior approval from SDSS before it can be implemented. A primary condition of approval will be that the County system connection does not result in any CWS/CMS degradation.

#### BLUE AND GREEN REVIEW

All County requests will be given consideration in the implementation of this statewide system due to the uniqueness of each County environment; however, the following process will apply. For either of the BLUE or GREEN options, the CWS/CMS vendor will be responsible for assessing the feasibility of the request and determining the potential impact on CWS/CMS system performance. The vendor will also be responsible for offering alternatives in those circumstances where the County request cannot be implemented due to possible system degradation. For those situations in which a County chooses to utilize a prior hardware investment, the cost of that investment will be a factor in determining the feasibility of implementing the GREEN option.

At this time we are requesting that Counties provide their preference for one of the three options described. This information will be included in the RFP to insure that the vendor selected will be capable of meeting individual County needs. The Counties will not be restricted to their current preference and may implement any of the three options at a later date. However, this information will be representative of the 58 Counties and essential for the bidding process. Please use the attached CWS/CMS configuration form to identify your County preference. Please return the forms by July 27, 1990 to the address listed on the form.

If you would like more information regarding the CWS/CMS project or have any questions regarding the requested information, please call Ms. Judith R. Silva, Chief, Child Welfare Services Systems Bureau at (916) 445-0623.

Sincerely,



LOREN D. SUTER  
Deputy Director  
Adult and Family Services

Attachments

CHILD WELFARE SERVICES CASE MANAGEMENT SYSTEM  
CONFIGURATION OPTION FORM

COUNTY NAME: \_\_\_\_\_

COUNTY PREFERENCE:            RED: \_\_\_\_\_ Standard CWS/CMS

                             BLUE: \_\_\_\_\_ Utilization of unique County  
   data elements

                             GREEN: \_\_\_\_\_ Utilization of County hardware

If the County option is Green, then please complete the  
following:

Hardware to be utilized:

Terminal Manufacturer: \_\_\_\_\_

Terminal Model#: \_\_\_\_\_

Number of Terminals: \_\_\_\_\_

CPU Manufacturer: \_\_\_\_\_

CPU Model#: \_\_\_\_\_

Other: \_\_\_\_\_

Please attach additional pages, if needed and mail the completed  
form(s) by July 27, 1990 to:

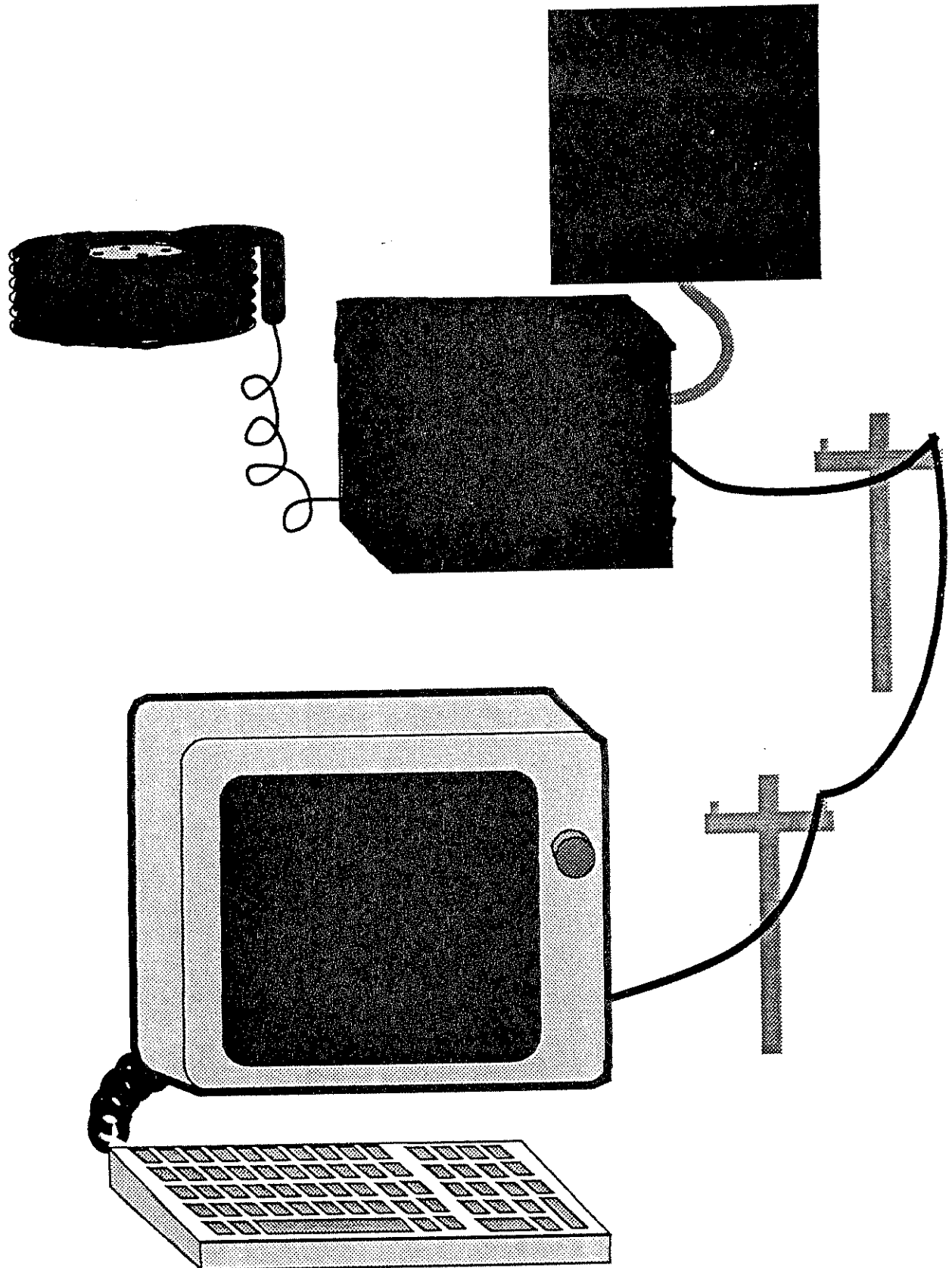
State Department of Social Services  
Judith R. Silva, Chief  
Child Welfare Services System Bureau  
744 P Street, M.S. 6-532  
Sacramento, CA 95814

# **CWS**

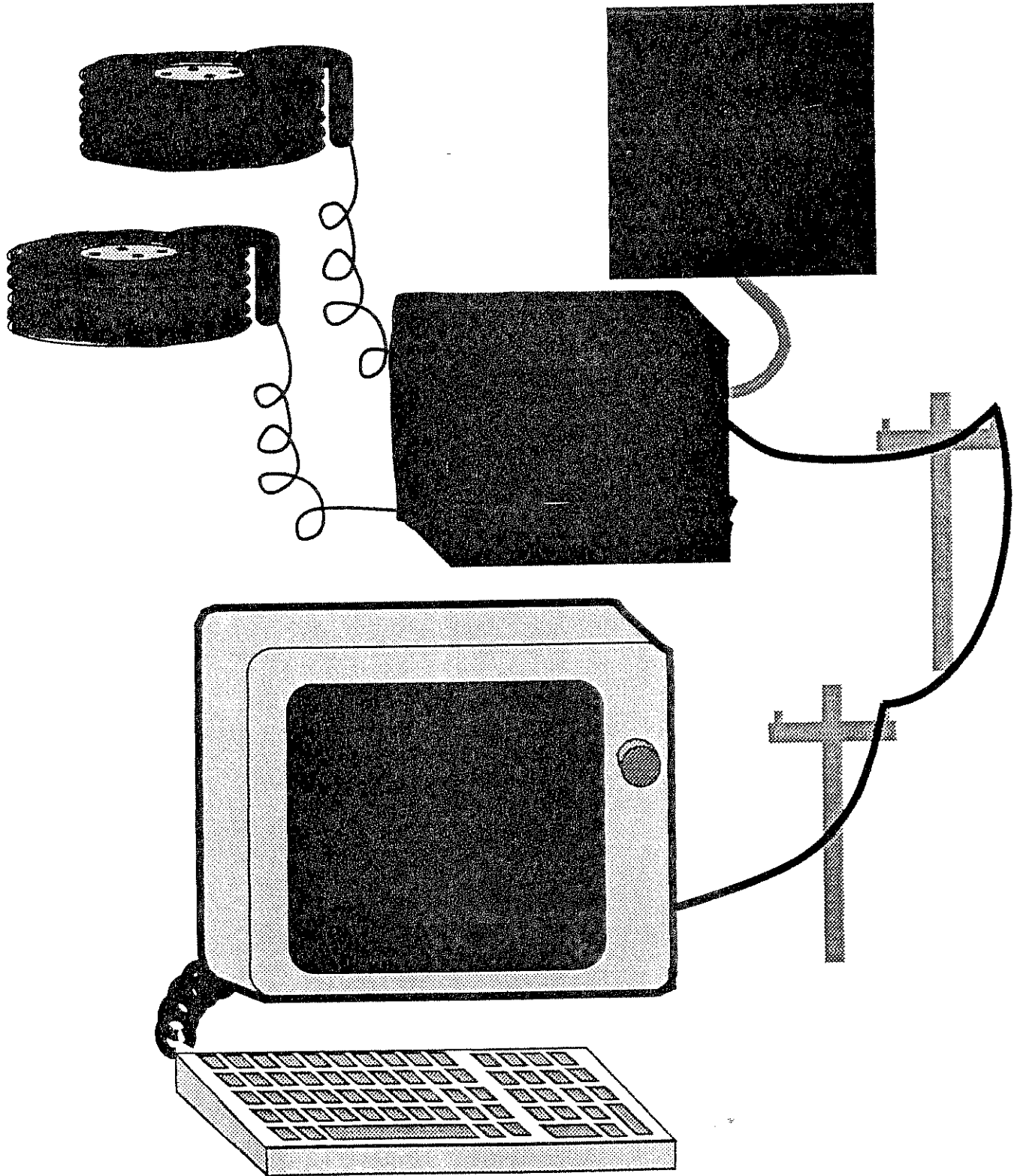
## **Case Management System**

1. Case Management  
Information
2. Ad Hoc Reporting
3. Statistical Reporting
4. Document Generation
5. Licensing and Placement  
Information
6. Word Processing
7. Electronic Mail
8. Security

# CWS Core System



# CWS CMS System With Optional Data





# CWS CMS System With County Hardware

